



Commission on Peace Officer Standards and Training

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Bulletin: No. 2015-31

Subject: **Changes to POST-Certified First Aid Training Courses and Instructor Requirements**

As noted in [Bulletin 2015-06](#), the California Emergency Medical Services Authority (EMSA) revised the California Code of Regulations, Division 9, Title 22, Chapter 1.5, First Aid Standards for Public Safety Personnel effective April 1, 2015. These changes have a direct impact on current and future POST-certified first aid-related courses, instructors for first aid-related courses, and refresher training compliance for agency personnel.

As a result, POST's first aid-related course titles, course content, and instructor qualifications are changing. This bulletin provides agencies, course presenters, and instructors with detailed information about the new requirements, timelines involved, a "Frequently Asked Questions" section, and links to important reference material.

WHAT HAS CHANGED?

- The basic first aid/CPR training course has new mandated content which includes:
 - Automated Electronic Defibrillator (AED) training
 - Integration with EMS personnel to include active shooter incidents
 - Psychological emergencies
 - Updates to bleeding controls
 - Assisted administration of Epinephrine and Naloxone
- In-service First Aid/CPR/AED refresher training is now 8 hours minimum every 2 years changed from 12 hours every 3 years previously. Basic Course (Regular Basic, Module III, and Specialized Investigator's Basic Course) minimum hours remain unchanged at 21 hours.
- Required training, course content, and course titles for POST-certified first-aid related courses are changing.
- Optional skills have been added by EMSA. They are not addressed in this bulletin. Agencies desiring training in the optional skills should contact their Local Emergency Medical Services Authority (LEMSA) for further direction. For further information on optional skills, see [General Information on Optional Skills](#).

WHO IS AFFECTED?

- In-Service Course Presenters
 - POST courses will require new titles and content
 - Decertification of existing courses will occur in 2017
 - Qualifying instructors under new standards is an immediate concern

- Instructors
 - Specific instructor training courses are required for all instructors teaching in the new courses (See: [Minimum Required Instructor Training](#)). EMSA regulation is in effect now, and modification of the corollary POST regulation is in-progress. Nevertheless, the new mandates are required.
 - New instructors must complete the First Aid/CPR/AED Instructor Course (#21796).
 - Current First Aid/CPR instructors trained in the prior instructor course must complete the First Aid/CPR/AED Instructor Course (#21796) or the new First Aid/CPR Instructor Transition Course (#21799).
 - An equivalency process for instructors with comparable and verifiable training continues to be available. Refer to Commission [Regulation 1070\(c\)](#) for requirements.
- Basic Course Presenters
 - Learning Domain 34 Training and Testing Specifications (TTS) changes must be implemented by the required February 1, 2017, bi-annual modification.
 - Courses beginning on or after February 1, 2017, must be modified with the new required content and approved in the Electronic Data Interchange (EDI) prior to presentation.
 - See [Changes in LD 34](#).
 - Basic Course presenters may modify their courses with the 'new' TTS material prior to 2017 by using the required course content as shown in [Changes in LD 34](#)
 - Unlike other POST-initiated changes, the delivery date of the training, not the course start date, determines if the new material must be taught. All First Aid / CPR-related training by academies, SIBC, and Module III presenters delivered after March 31, 2017, must be compliant with the new standards irrespective of course start date.
 - All presenters must complete required course modifications in EDI prior to the course start date to ensure training delivered after March 31, 2017, is reflected in the Expanded Course Outline (ECO). POST recommends modifying courses well in advance of March 2017 to reduce the need for update training for personnel trained in the prior standards.
 - Recognize the immediate need to have qualified instructors who can instruct new material (see "Instructors" above).
- Training Managers
 - Training Managers will likely have staff with different timelines and refresher training requirements (dependent on what they received and when).

- Understanding and managing the various timelines will be critical to ensure compliance.
- Ensuring properly trained instructors are available is critical.
- Instructors must complete additional training through either the First Aid/CPR Instructor Transition Course or the First Aid/CPR/AED Instructor Course to instruct in a course with the new required content.
- Existing courses, if compliant with the new requirements, must be certified as a new course under the appropriate new course titles and new Course Control Numbers (CCN's).
- All new basic, new in-service refresher, and new instructor first aid-related courses must be certified under the appropriate new course titles and new CCN's.
- Training managers should review the initial and refresher training time frames as detailed in [Bulletin 2015-06](#).
- The existing online First Aid/CPR Refresher Training available through the [POST Learning Portal](#) is still approved to meet the old Title 22 requirements. A new version of the online First Aid/CPR/AED Refresher Training course is in development and will be available by April 1, 2017.
- Public Safety Personnel
 - Staff trained only in First Aid/CPR under the previous Title 22 requirements will need additional, or 'update' training which contains the new material prior to completing regular, biennial refresher training.
 - The refresher training frequency has changed from 12 hours every 3 years to 8 hours every 2 years.

WHAT DOES THIS MEAN?

Course Administration and Required Course Changes

Since the content of previously-certified POST courses will not meet the new Title 22 training requirements, **the following first aid-related courses will be decertified effective April 1, 2017:**

Current Course Title	Course Number
First Aid/CPR	21776
First Aid/CPR Refresher	21771
First Aid Refresher	21769
First Aid/CPR Instructor	21770
First Aid/CPR Instructor Update	21774
First Aid/CPR/BLS/AED Refresher	21767
First Aid/Auto Ext. Defib	21777

Active courses may continue to be presented through March 31, 2017, if they contain the same minimum content which met the previous Title 22 requirements. However, it is strongly recommended that agencies and presenters begin certifying and presenting courses containing the new standards under the appropriate new course title as soon as practical.

Course Content

Current Courses:

Any currently certified POST course that includes the new Title 22 standards must be certified under the new course titles listed below before April 1, 2017, in order to continue to be presented*. This can be accomplished by completing a new course certification request in EDI under the appropriate new course title. Questions may be referred to the [POST Regional Consultants](#).

The minimum required content for the new basic first aid training course (First Aid/CPR/AED) is listed in [First Aid/CPR/AED Course minimum required content](#).

The minimum required content for the new instructor course (First Aid/CPR/AED Instructor) is listed in [Instructor Course minimum required content](#).

Instructors qualified under the previous First Aid/CPR Instructor Course must take either the new First Aid/CPR/AED Instructor Course or the First Aid/CPR Instructor Transition Course. The minimum content is listed in the [Instructor Transition Course minimum required content](#).

Agencies should be aware that private presenter courses must be approved through the local EMS agency ('LEMSA') prior to presentation (see: [Title 22 §100023\(f\)](#)).

Academy, SIBC, and Module III presenters may utilize available [Expanded Course Outline Exemplars](#) to prepare compliant Expanded Course Outlines.

Instructor Courses:

The minimum course content for instructor courses is detailed in [PAM Regulation 1082](#). POST will be modifying Regulation 1082 to include the minimum requirements for the new First Aid/CPR/AED Instructor and First Aid/CPR Instructor Transition courses. The minimum required content for new instructor courses is listed in the [Instructor Course Minimum Required Content](#) and the listed topics will be the required minimum content for any new course approval.

New Courses:

New course titles have been established to differentiate courses with the former requirements from those with the new requirements. **Only the following first aid-related course titles will be certified for future basic, refresher, and instructor first-aid-related courses:**

*New Course Title	Course Number	Purpose
First Aid/CPR/AED	21795	Basic training (initial) course of First Aid/CPR/AED for public safety (See First Aid/CPR/AED Course minimum required content)
First Aid/CPR/AED Instructor	21796	Required minimum training to instruct in any First Aid/CPR/AED course for public safety (See Instructor Course minimum required content)

*New Course Title	Course Number	Purpose
First Aid/CPR/AED Refresher	21797	Biennial refresher training for public safety personnel already trained in First Aid/CPR/AED
First Aid/CPR Update	21798	Prerequisite training course for personnel needing to attend First Aid/CPR/AED refresher who have only been trained in First Aid/CPR (See Update Course minimum required content)
First Aid/CPR Instructor Transition	21799	Required training course for instructors only trained in the (former) First Aid/CPR Instructor Course, prior to instructing any (new) First Aid/CPR/AED course (See Instructor Transition Course minimum required content)

As noted above, any current course meeting the April 1, 2015, requirements must be certified under one of the new course titles above.

To certify new First Aid/CPR/AED-related courses under the new course titles:

- Contact your POST Regional Consultant (list available on the [POST Website](#)).
- Prepare and submit a new course certification request in EDI under the appropriate course title (See list above).
- Complete the required elements as usual (course administrative information, expanded course outlines, instructor resumes, etc.).
- In the course description for basic first aid training courses, include terminology indicating this course meets the new requirements (e.g., “Meets Title 22 requirements, effective April 1, 2015”).
- For First Aid/CPR/AED-related courses containing the new content and being certified under the new course names, the minimum content shown in the various [minimum required content](#) documents must be included. These samples include all required components for the new courses to be POST-certified and meet the new Title 22 requirements. For your course to be approved, the minimum required content, in addition to your presenter-specific content, must be included minimally to the third level of detail in your expanded course outline.
- All instructor resumes must reflect the new instructor training standards or equivalency process.

Once you submit the new course certification request in EDI, your POST Regional Consultant will review the course title, course description, and required content as part of the approval process. Once a course is approved, your agency can then submit course presentation requests to obtain course control numbers for future presentations. Courses may not be presented until the approval process is completed.

Frequently Asked Questions:

Does my currently approved course, which met the prior requirements, still meet Title 22 requirements?

- Yes, however, the new standards under Title 22 must be implemented in courses presented after March 31, 2017. In the interim, either the former or new standards meet the regulation's requirements.

Since future refresher (biennial) training courses will contain new material no later than April 1, 2017, updating initial (basic) first aid training to the 'new' course content as soon as possible will help reduce the need to present additional classes in 'update' training prior to the biennial refresher training for staff untrained in the new topics.

Can POST approve my current course which contains much of the new required content?

- No. Courses must minimally include all required content to be certified.
 - Any course fully compliant with the new standards must be certified under one of the new course titles noted above.

Can I just modify my current POST course with the new standards and begin presenting?

- No, the current (old) course titles are specific to the prior regulatory requirements and will be decertified in 2017.
- Utilizing the new course titles is required, will enable easier agency compliance tracking, and ensure students are receiving the most current course material.

Can I teach new material now?

- Yes, once your course meets all the regulatory requirements and is certified by POST.
 - Besides completing the certification process in EDI, developing a qualified instructor cadre is of critical time importance.
- Non-POST courses may also meet Title 22 requirements (see next question).
- The certification process is described under "New Courses" above.
- Academy, SIBC, and Module III presenters should utilize the online [Expanded Course Outline Exemplars](#) to prepare compliant Expanded Course Outlines.

Can I teach the new material in a course that is not POST-certified?

- Yes, **POST certification is not required to meet the training and approval mandates** specified in Title 22. However, all record-keeping for course content and content compliance will be the presenter's responsibility.

How do I know if my instructor is qualified to teach in a new course?

- Instructor qualifications are found at [Minimum Required Instructor Training](#).
- For instructors trained in non-POST courses which included POST's required topics as noted in [Instructor Course minimum required content](#), [Regulation 1070\(c\)](#) details the equivalency process.

How do I qualify a new instructor?

- See [Minimum Required Instructor Training](#) for details on new and current instructor training requirements.

What do I, as a Training Manager, need to be cognizant of?

- Qualifying instructors under new standards should be a primary concern.
- Effective April 1, 2017, basic, refresher, and instructor first aid training courses must comply with new content requirements.
- New course certifications under new titles are required.
- All current basic first aid courses will be decertified on March 31, 2017.
- Consider moving all staff to a two year refresher cycle now to avoid having to track different refresher training schedules.
- Determine which staff may require the First Aid/CPR Update Course with the new content prior to taking the next refresher training.
- POST does not verify compliance so agencies must maintain compliance records.
- Title 22 lists courses that meet the new requirements (see [Title 22 §100023](#)).

When do academies and other basic courses need to change the LD 34 course content?

- Presenters may modify their courses with the 'new' TTS material prior to 2017 by using the required course content as shown in [Changes in LD 34](#).
- All academies must have their course content modified no later than the February 1, 2017, bi-annual modification or sooner if the presentation of the new content occurs in a

course beginning prior to February 1, 2017, but the first aid content is presented after March 31, 2017.

- As with other required basic course changes, POST will remind basic course presenters of the February 1, 2017, modification requirements as the date nears.
 - Expanded Course Outline Exemplars utilizing the upcoming February 1, 2016, updates and additionally containing the changes for LD 34 are available [online](#) for the RBC, SIBC, and Module III to facilitate the verification of expanded course outline content prior to submitting documents to POST.

Each of the above referenced documents may be found at: <https://post.ca.gov/post-certified-first-aid-training-courses-and-instructor-requirements.aspx>.

Questions regarding First Aid/CPR/AED training standards for public safety may be directed to Senior Consultant Phil Caporale, Basic Training Bureau at (916) 227-3915, or by email phil.caporale@post.ca.gov; or to Senior Consultant Mike Barnes, Basic Training Bureau at (916) 227-3454, or by email mike.barnes@post.ca.gov.

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